



J O B D E S C R I P T I O N

POSITION: **ART INSTRUCTOR (AS III)**

WAGE: **\$10.68 - \$11.21 - \$11.77 - \$12.36 - \$12.98 - \$13.63 - \$14.31 - \$15.02 PER HOUR**

JOB DESCRIPTION:

This entry-level part-time teaching position in the Creative Arts Division of the Community Arts Section of the City of Fremont Parks and Recreation Department of the City of Fremont works under general supervision planning, preparing and teaching toddler to adult art students in specified activities. Classes may include: Drawing, Painting, Pastels, Ceramics, Crafts, Toddler & Me, Sculpture, Photography, Weaving, Printing, Calligraphy, Quilting or Kids Carpentry, Kids Cooking, Anime/Manga, Cartooning, Clowning, Theatre, Acting and others. The classes are designed for groups of 10 to 16 students and usually meet once per week for 5 weeks and may be for adults, youth, or toddler age groups.

EXAMPLES OF DUTIES *(These duties are a general description and are not all-inclusive)*

- *Plans art class contents and prepares materials*
- *Orders supplies as needed*
- *Completes assignments on time and within budgetary restrictions*
- *Conducts creative and safe class meetings*
- *Communicates with supervisor regarding classroom needs*
- *Attends periodic staff meetings*

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by a program coordinator or Recreation Supervisor responsible for the Arts Program. The Instructor may supervise a part-time aide and/or volunteer in a classroom environment in daily activities.

MINIMUM QUALIFICATIONS

- *Associate of Arts degree in Art (One school yr. teaching experience may substitute for AA degree)*
- *Available to participate in special weekend, evening or holiday events*
- *Willingness to comply with suspected child abuse reporting (11166.5 PC)*
- *New employees must submit verification of legal right to work in the United States within 72 hours of beginning employment*
- *Ability to establish and maintain productive relations with and positive attitudes towards others*
- *Ability to work with minimum supervision and reliably complete tasks and meet deadlines*
- *Must have good communication skills*

DESIRABLE QUALIFICATIONS

- *Supervisory experience*
- *Ability to develop and maintain a creative and safe classroom environment*
- *Knowledge and skills in specialized subject areas*
- *Knowledge of student skill levels and materials required to create planned projects*
- *Combination of teaching experience (paid/volunteer) and education in Arts, Crafts or allied fields*

SELECTION PROCESS

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT: City of Fremont
Parks and Recreation Department Office
3300 Capitol Avenue, Building B
Fremont, CA 94537-5006

Or online at www.fremont.gov

For more specific questions regarding this position please call (510) 494-4322

***THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.***

The Parks and Recreation Department will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

FINGERPRINTING & TB TEST ARE REQUIRED FOR THIS POSITION